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LIBRARY
OF THE
UNIVERSITY of ILLINOIS

Los Angeles Public Library

TRAINING CLASS

The first Library Training Class was organized in the Los Angeles Public Library in November of 1891, under regulations adopted by the Board of Directors. Up to the present date, twelve classes have been graduated and sixty young women have successfully completed the work. Of these, thirty-eight have found employment in this Library, eleven have been engaged in library work elsewhere, and three have been employed in book stores. The Training Class is no longer an experiment, since the two-fold purpose for which it was organized has been attained; namely, to provide the Library with uniformly trained attendants, and to eliminate from appointments everything that savors of personal or political influence. Since 1892 all appointments to the general staff of the Library have been made from the graduates of the Training Class.

RULES FOR TRAINING CLASS.

I. The work of the Training Class shall hereafter be confined to the preparation of young women for service as attendants in this library.

II. The qualifications for admission to the Training Class are as follows:

a. Applicants must be young women, not under seventeen years of age, and of recognized fitness and character.

b. They must have a High-School education, or its equivalent, and should be acquainted with general history, literature and current events.

c. They must be residents of the City of Los Angeles.

III. Applications for admission to the Training Class shall be made in writing on a blank provided by the library, and shall be entirely filled out and signed by the applicant. Such blank shall contain a stipulation that the applicant will, if admitted to the Training Class, give four hours daily to duties in the library during the course of the class, without salary.

IV. Admission to the Training Class may be obtained by examination only, conducted under the direction of the Committee on Attendants, touching the fitness and qualifications of the applicant for library work. The six persons passing the most satisfactory examination, upon the recommendation of the Committee, approved by the Board, shall constitute the Training Class.

V. The entrance examinations of applicants for admission to the Training Class shall be oral and written, and shall be held on the third Monday in October, of each year.

VI. Those intending to take the examination must notify the librarian not later than the second Monday in October.

VII. The course of instruction of the Training Class shall be six months, beginning the first Monday in November of each year.

VIII. Diplomas signed by the President of the Board and the librarian will be issued to such members of the Training Class as shall satisfactorily complete the six months' course having passed all examinations, intermediate and final, with a standing of at least seventy per cent.

COURSE OF STUDY.

The course extends over a period of six months, equal time being devoted to practical work and to formal study.

Under the general direction of the assistant librarian, students are scheduled for four hours of each day to the actual work of the Library. Under the careful instruction of the principals of the departments, they are drilled in the methods employed in this Library. The practical work is supplemented by formal instruction under the direction of the librarian. This is given by lectures, with the use of such works as: Dana, Library Primer; Fletcher, Public Libraries in America; Cutter, Rules for a Dictionary Catalog; Dewey, Decimal Classification, and Simplified Library School Rules. An average of two hours' preparation or practice is required from the pupil for each lesson.

The range of subjects is necessarily rather broad, and the time does not permit an extended study of any one topic. The course is designed chiefly to acquaint pupils with the use of the various catalogues, records and appliances, rather than to prepare them for actual employment in their making. The methods taught are simply those in vogue in this library, there being no attempt at comparative work.

The Dewey Decimal Classification is taught in fifteen lessons, along with subject headings for the Dictionary Catalogue. This is followed by a course of fifteen lessons in Cataloguing. Systematic study of Reference work extends both by lectures and practical work throughout the course. From one to six lessons are devoted to the following topics: Note-taking, Technical Library Literature; Library Handwriting; Typewriting; Library Stamps; Marks and Mechanical Care of

Books; Binding; Accessioning; Shelf-listing; Public Documents; Forms, Blanks and Care of Stock; History of Libraries; Library Legislation; Ordering of Books and Supplies; Duty and Copyright on Books; Care of Maps; Music and Pictures; Bulletins and Library Advertising; Reports and Statistics.

A thesis of not less than one thousand words is required on some subject of library economy, selected by the pupil and approved by the Committee.

RULES FOR SUBSTITUTE ATTENDANTS.

(*Adopted March 20th*, 1900.)

I. A Class of Substitute Attendants for the Library, to act in the absence of the regular attendants, and to do special work when required, is hereby created.

II. The Substitute Class shall be composed of graduates of the Training Class, and shall be formed as hereafter provided.

III. Any graduate of the Training Class who is a resident of the City of Los Angeles may become a member of the Substitute Class, by making and filing with the librarian, within the time hereafter provided, a statement in writing, that she desires substitute work in the library, and will hold herself subject to call for that purpose.

She shall also file with such statement specific directions as to her postoffice address and telephone number, if she has or can arrange for one, where she can be notified respecting such work, and shall promptly inform the librarian of any change of such address or telephone number.

(a) Graduates of the Training Class shall file their statements under the foregoing pro-

visions within twenty days after receiving their diplomas.

IV. The members of the Substitute Class shall be ranked in accordance with the dates of their graduation from the Training Class and of the rating given them, except as otherwise ordered by the Board.

V. Graduates of the Training Class who shall have failed to qualify as members of the Substitute Class, as above provided, or have been dropped therefrom, may be admitted to the Substitute Class by special order of the Board upon such conditions and with such rank as the Board shall appoint.

VI. All substitute work and all extra or special work in the library shall be given to members of the Substitute Class, except as hereafter provided, and unless otherwise especially ordered by the Board.

VII. Members of the Substitute Class shall be called for work in the order of their rank. If the ranking member fails to respond, the next in order shall be called, and so on until the help required is secured; provided, however, that in case of an emergency, the librarian may, with the sanction of the Attendants Committee, call the members of the Substitute Class who are most available, without regard to their rank, or members of the class regular attendants not on duty. But in such a case the regular order shall be resumed as soon as practicable.

VIII. Calls upon members of the Substitute Class for work shall be made by mail or telephone, in accordance with the directions left by them, as above provided.

IX. The removal of a member of the Substitute Class from the City of Los Angeles, or the failure of any member thereof to respond to a call for work in the Library, without excuse satisfactory to the Board, shall be cause

for dropping her from the Substitute Class.

X. Whenever a member of the Substitute Class is advanced to the position of ranking member thereof, the librarian shall immediately notify her of that fact by mail at the address as aforesaid, and shall direct her to hold herself in readiness for duty in the library.

XI. Members of the Substitute Class may, in anticipation of a call for work in the library, be temporarily excused therefrom by the Board for good cause shown.

XII. Substitute day attendants shall be paid for work at the rate of the lowest salary paid to regular day attendants. Substiute night attendants shall be paid for work at the regular rate of night attendants.

XIII. Vacancies in the class of regular attendants, not filled by a transfer of members thereof, shall be filled by appointment from the Substitute Class, and such appointments shall be made in the order of the rank of the substitute attendants.

XIV. The failure, neglect, or refusal to comply with any rule of the library respecting the Substitute Class, on the part of any member, shall be sufficient grounds for removal.

XV. The librarian shall keep an itemized record of all cases of absence and tardiness on the part of members of the Substitute Class, together with a statement of the cause and time in each case.

XVI. All rules governing the Substitute Class now in force, or which may hereafter be adopted, are subject to changes, modifications or repeal, as the Board in its discretion may deem proper and necessary.

[redacted] Library, in its Training Class, does not profess to [redacted] information, or to make up deficiencies in early education, and therefore requires of all candidates for admission to the class, attainments equivalent at least to those of a completed high school course.

Before submitting themselves for examination, candidates must have informed themselves of the contents both of the preface and appendix to the Finding List, and of the Rules and Regulations of the Library.

Candidates will be examined in literature, history, current topics and business forms. No promise of permanent employment in this Library is held out to any candidate; but all regular appointments to the library staff are made from the ranks of the Library Training Class graduates.

Applicants must be young women not under seventeen years of age, and they must agree to give three hours' daily service for a period of not less than six months, at the end of which time, upon passing an examination in a manner satisfactory to the Board, they will be placed upon the substitute list for paid employment as opportunity offers.

SUGGESTED PREPARATION FOR ENTRANCE EXAMINATION.

Make a copy of the 900 (History) classification adopted by this Library.

Fill in with the names of the most important authors and titles of books on the different periods and countries.

See Dewey—Decimal Classification.
" Adams' Historical Literature.
" Freeman's Outlines.
" Allen's History Topics.

Make a copy of the 800 (Literature) classification adopted by this Library.

Fill in with the titles of the more important books of the authors there represented.

See Stedman—Encycl. of American Literature.
" Underwood—Hdbk. of English Literature.
" Allibone—Dict. of Authors.
" Scherer—Hist. of German Literature.
" Van Laun—Hist. of French Literature.
" Ticknor—Hist. of Spanish Literature.
" Quackenbos—Ancient and Classical Literature.
" Dewey—Decimal Classification.

Group the 800 (Literature) classification into centuries, thereby making a contemporaneous classification of the literature of all countries.

See Dewey—Decimal Classification.

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Library School
Univ. of Illinois

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Application for Position as Library Pupil.

To the Board of Directors of the Los Angeles Public Library:

I hereby make application to be placed on the list for appointment as a pupil in the PUBLIC LIBRARY, subject to existing rules and any rules to be hereafter made by the Board of Directors, and I herewith furnish answers to the questions below, in my own handwriting.

QUESTIONS	ANSWERS.
1. *Give full name* . . .	
2. *Residence (street and number)* .	
3. *How long have you resided in Los Angeles?* . . .	
4. *Place of Birth* . . .	
5. *Age*	
6. *Are you engaged in any occupation? Give particulars* . . .	
7. *What school training and business experience, if any, have you had?*	
8. *Have you a father living? If so, state where and in what business?*	
9. *Have you a mother living?* .	
10. *Do you reside with your parents?*	
11. *What is the condition of your general health?*	
12. *Have you read the printed rules and regulations of the Library?*	
13. *Have you any knowledge of languages? Give particulars.*	
14. *Give names and addresses of at least two persons to whom you refer.*	

Signature of Applicant,

Name

Address

Dated *189*

Los Angeles Public Library Training Class.

REQUIREMENTS.

The Library, in its Training Class, does not profess to [redacted] information, or to make up deficiencies in early education, and therefore requires of all candidates for admission to the class, attainments equivalent at least to those of a completed high school course.

Before submitting themselves for examination, candidates must have informed themselves of the contents both of the preface and appendix to the Finding List, and of the Rules and Regulations of the Library.

Candidates will be examined in literature, history, current topics and business forms. No promise of permanent employment in this Library is held out to any candidate; but all regular appointments to the library staff are made from the ranks of the Library Training Class graduates.

Applicants must be young women not under seventeen years of age, and they must agree to give three hours' daily service for a period of not less than six months, at the end of which time, upon passing an examination in a manner satisfactory to the Board, they will be placed upon the substitute list for paid employment as opportunity offers.

SUGGESTED PREPARATION FOR ENTRANCE EXAMINATION.

Make a copy of the 900 (History) classification adopted by this Library.

Fill in with the names of the most important authors and titles of books on the different periods and countries.

See Dewey—Decimal Classification
" Adams' Historical Literature.
" Freeman's Outlines.
" Allen's History Topics.

Make a copy of the 800 (Literature) classification adopted by this Library.

Fill in with the titles of the more important books of the authors there represented.

See Stedman—Encycl. of American Literature.
" Underwood—Hdbk. of English Literature.
" Allibone—Dict. of Authors.
" Scherer—Hist. of German Literature.
" Van Laun—Hist. of French Literature.
" Ticknor—Hist. of Spanish Literature.
" Quackenbos—Ancient and Classical Literature.
" Dewey—Decimal Classification.

Group the 800 (Literature) classification into centuries, thereby making a contemporaneous classification of the literature of all countries.

See Dewey—Decimal Classification.

Make a copy of the 320 and 330 (Political Economy and Social Science) classification. Fill in with authors and titles of books best representing sub-heads of these classes.

See Dewey—Decimal Classification.

Be able to name at least one authority on each one of the sub-classes of 500 (Natural Science).

See Dewey—Decimal Classification.

Be familiar with the names and dates given in the 180–190 (History of Philosophy) classification.

See Dewey—Decimal Classification.

Library School

Los Angeles Public Library Training Class.

REQUIREMENTS.

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University of Illinois Library School.

Los Angeles Public Library.

TRAINING CLASS.

Application filed .....

Examined .....

Entered .....

..... *Class.*

Graduated .....

Rank. - - - { *Credits* ..... / *Per cent* ..... }

Appointed .....

Left the Library .....

Cause .....

1-99—250

LOS ANGELES PUBLIC LIBRARY.

Application for Position in Library Training Class.

To the Board of Directors of the Los Angeles Public Library:

I hereby make application to be placed on the list for appointment as a pupil in the Training Class of the PUBLIC LIBRARY, subject to existing rules and any rules to be hereafter made by the Board of Directors, and I herewith furnish answers to the questions below, in my own handwriting.

QUESTIONS.	ANSWERS.
1. *Give full name*	
2. *Residence (street and number)*	
3. *How long have you resided in Los Angeles?*	
4. *Place of Birth.*	
5. *Age.*	
6. *Are you engaged in any occupation? Give particulars*	
7. *What school training and business experience, if any, have you had?*	
8. *Have you a father living? If so, state where, and in what business.*	
9. *Have you a mother living?*	
10. *Do you reside with your parents?*	
11. *What is the condition of your general health?*	
12. *Have you read the printed rules and regulations of the Library?*	
13. *Have you any knowledge of languages? Give particulars.*	
14. *Why do you wish to take the library course?* (a) *For a position in this Library?* (b) *For a position in another Library?* (c) *For general culture?*	
15. *Give names and addresses of at least two persons to whom you refer.*	

Signature of Applicant:

Name

Address

Dated

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Library School

Los Angeles Public Library.

TRAINING CLASS.

The Board of Directors of the Los Angeles Public Library organized a class for the training of pupils for positions in this library, November, 1891. In October, 1891, the Board decided

"That previous to being given paid employment all applicants be required to take a course of training in this library; examination of candidates shall be held at stated intervals, the examinations to be general in character, aiming to determine whether by previous education and natural adaptability the applicant is warranted in undertaking library work; that satisfactory evidence of such qualifications being given, the candidates be accepted, provided they shall not be under seventeen years of age, and shall have filed a written application agreeing to serve four hours daily without salary for a period of six months."

Applicants are expected to have a high school education or its equivalent, and are advised to be especially familiar with general history and literature, as well as with current events.

The six who stand highest in this preliminary examination constitute a training class. They at once report for duty, and are through their whole course of study under the same rules that govern the library staff proper. A separate schedule of duties is made out for the class, and each member must agree to give the library four hours' daily service for the entire period.

An account is kept of all absence and tardiness, with causes, and these delinquencies are considered in the final standing of each student.

Los Angeles Public Library.

TRAINING CLASS.

Application filed

Examined

Entered

Class.

Graduated

Rank. - - - { *Credits* / *Per cent*

Appointed

Left the Library

Cause